

OFFICE TECHNICIAN (T)**Permanent Intermittent Position****Salary: \$2,598 - \$3,157****FINAL FILING DATE: July 27, 2007**

The mission of the CALFED Bay-Delta Program is to develop and implement a long-term comprehensive plan that will restore ecological health and improve water management for beneficial uses of the Bay-Delta System.

THE POSITION...

Under the general supervision of the Staff Services Manager II and the lead of the Associate Governmental Program Analyst and Staff Services Analyst in the CALFED Human Resources Office, the Office Technician regularly performs a variety of difficult duties and is expected to consistently exercise a high degree of initiative, originality, good judgment, and independence in performing assigned tasks.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- As CALFED Attendance Clerk, audits monthly staff timesheets to ensure work hours and leave usage are posted correctly; investigates and resolves problems and/or discrepancies involving leave balances, work hours, overtime hours, including Alternate Work Week Schedules, by utilizing a variety of resources and methods such as researching historical files, creating spreadsheets, or contacting the appropriate departmental Personnel Transactions Specialist
- Responsible for incoming applications filed; creates applicant data spreadsheet and enters information from applications; and coordinates and schedules interviews
- Creates and maintains human resources files including employee files, training files, RPA files, etc.
- As CALFED Training Coordinator, reviews incoming Training Request forms for completeness; completes on-line enrollment or paper training registration forms and forwards to training vendor; determines payment method and requests purchase requisition or cash-in-advance for registration fees; follows up with employee to ensure training was completed; and enters data into training database
- As back-up to the CALFED receptionist, receives and screens telephone calls from a wide variety of sources; provides back-up clerical support and assistance to Director's/Chief Deputy Director's Assistants and other Executive Assistants; and provides clerical support to Administrative Services Division staff when needed

DESIRABLE QUALIFICATIONS INCLUDE BUT ARE NOT LIMITED TO:

- Proficiency with Microsoft Office programs such as Word, Excel, and Internet Explorer
- Ability to proofread and edit typewritten documents accurately using correct vocabulary, spelling, grammar, and punctuation; make arithmetical calculations; communicate effectively, both orally and in writing; read, interpret, and follow office policies and procedures

WHO MAY APPLY...

Applicants who have eligibility for appointment or transfer to this classification. Priority will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

HOW TO APPLY...

Submit a State application (Form STD. 678) and resume to:

CALFED Bay-Delta Program - Human Resources - LC
650 Capitol Mall, 5th Floor
Sacramento, CA 95814

Please include the job title and position number on your application.

QUESTIONS? Contact Lillian Castro (916) 445-5616 or Lillian.Castro@calwater.ca.gov